ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES Minutes of April 20, 2023 Meeting

Boardroom, 3:30 pm

The meeting was called to order at 3:32 p.m. by Chair Campbell. Present were Ms. Quick, Mr. Campbell, Ms. Frey, Mr. Garner, Mr. Mason, Mr. Lutz, Ms. Norris, Ms. Morris, Ms. Russell, Ms. Shoemaker, Ms. Terrell, Mr. Timmons, Mr. Woods, and Ms. Ross. Absent were Mr. Woods.
Staff present were Ms. Bell, Ms. Price, Ms. Eades, Ms. Josey, Ms. Obijuru, Ms. Mayfield, Ms. Green, Ms. Shull, Ms. Plaksin, Ms. HIgginbottom, and Ms. Clark.

Recognitions and Resolutions - Chair Campbell announced that Rebecca Ballard was named GPLS Library Worker of the Year; we will have a celebration in her honor tomorrow, 4/21 from 3pm to 5pm. Everyone is invited to attend.

The Draft Minutes of the January 19, 2023 meeting were unanimously approved. (Motioned by Mr. Timmons, Seconded by Ms. Norris)

The adoption of the April 20, 2023 agenda was unanimously approved. (Motioned by Ms. Norris, Seconded by Ms. Russell)

Public Comment – None

Financial Report:
Financial Report FY2023-Q3 was presented to each Board member. Ms. Bell stated that the system received 7 AUP findings. Four of the findings were due to the import of MIP, the new financial software. Two findings were due to late filing with the state. One finding was due to not including a balance sheet with Board financial statements. All of the findings are being addressed and corrected. We are making all the changes the auditor recommended immediately.
Ms. Higginbottom added that libraries across the state are experiencing the same issues with the implementation of new accounting software; this is not unique to ARLS. Clark Outsourcing continues to work on the clean up from the import.
Financial Report FY2023-Q3, prepared by Clark Outsource Group, was unanimously accepted. (Motioned by Ms. Morris, Seconded by Ms. Ross)

Regional Reports
Athens-Clarke County:
Ms. Russell gave the report. She reported that the ACCL Board met last week. SPLOST Representative, John Simoneaux attended the meeting and gave an update on the East Side Library Project. There will be 3 public engagement sessions held next month. The potential sites have been narrowed down to 8 locations.
The Friends had a successful book sale and raised approximately $22,000.

Franklin County:

Ms. Shoemaker gave the report. She was pleased to report that all numbers are up. They are seeing an increase in program attendance. Non-profit organization, For My Daughter's Sake, is helping with the Royston garden. Everyone is very excited about this project.

Madison County:
Ms. Ross gave the report. She reported that most of the numbers are increasing. Ms. Ross was pleased to report that the Jerry Ayers Room is back in service. The Board is working on their Constitution and Bylaws.
The Library is very excited to celebrate National Library Week.
A dedication for Miss Jennie Ruth Echols will be held in the Memorial Garden on 4/30/23.

Oconee County:
Mr. Campbell gave the report. He reported that the Oconee Wire Park groundbreaking ceremony was held on Friday, April 14, 2023. The event was well attended and very successful. The community is very excited about the new library. The contractors are doing a great job, and hope to have the project completed by the end of the year.
Family Fun Day will be held on May 15, 2023.

Oglethorpe:
Mr. Garner gave the report. He was pleased to report that the LED lights have been installed.
The air conditioning at the library was out for 2 weeks, but it is now fixed. He thanked Val for getting 90% of the funds through a grant.
The Friends had a very successful book sale. Lastly, Mr. Garner shared that the library will be losing Branch Manager, Austin Jenkins. Austin has accepted a position as the assistant to Assistant Director, Toby Mayfield.

Director's Report:
Ms. Bell gave the report. She was pleased to report that included in the list of bond projects in the State Conference Committee budget is an additional $500,000 for the Eastside Branch Project, as well as an additional $500,000 for the Oconee County/Wire Park Library. The budget also includes $.70 per capita for materials, and MRR and technology funding. Of course, nothing is final until the Governor signs off.

The AUP for FY22 is complete. We received 7 findings. Four of the seven findings were due to the FY22 change of our financial software Blackbaud, to the new software MIP. Clark Outsourcing continues to work hard on cleaning up the issues that the migration presented. Two findings were due to late filing with the state. One finding was due to not including a balance sheet with Board financials. Each of the 7 findings are being addressed and corrected for the future.

Director Bell informed the board that there are a number of documents that require Board approval. Board members were given a copy of each document for their review. The documents are listed below:

1. Director's Salary Letter - Ms. Bell stated that she has chosen to not take a raise in pay again this year. This form is part of the GPLS Annual Documents (Action Item)

2. Proposed FY24 budget - This is the same budget as FY23 and is meant to carry us through early July until the FY24 budget can be amended at the Board meeting in July. (Action Item)
3. Signatory Authority - This form gives the Director authority to sign legal documents on behalf of the Board. This form is part of the GPLS Annual Documents. (Action Item)
4. 2 policy approvals - Chromebook Lending Policy (update), and Unattended Children After Hours Policy. This policy was edited to indicate anyone under the age of 18 is considered a child.(Action Item)

Additionally, the Personnel Committee will need to complete the Director's written evaluation by June 30, 2023.
The ACCL Board passed an addition to their bylaws that includes electronic Board meetings. The Board was given a copy of the electronic meetings text for their review and discussion.

The work with Fast Forward Libraries is complete. Ms. Bell referred members to the Strategic Plan Goals and Objectives sheet presented to each Board member.

On February 9th, we held a Board training. Julie Walker was our guest speaker and it was well attended by Board members from across the region.

Director Bell thanked all the Board members and staff who attended Legislative Day at the Capitol. The day was very successful. Chair Campbell was pleased to add that ARLS was the most represented.

Ms. Bell was pleased to announce the hearing Loops are in place. They are being tested and adjusted. Ms. Bell thanked Greg Deal and the IT team, as well as Sue Plaksin.

The new website is up and running, and we have received lots of positive feedback. Ms. Bell thanked Sean Hribal and the web team.

Finally, Ms Bell informed the Board that she and Ms. Plaksin had submitted a proposal to Rapheal Warnock's Appropriations Committee. The East Side library was initially planned to be 30,000 sqft. Due to the rising cost of labor and materials, unfortunately, the budget will only allow a 16,000 sqft library. If we are awarded funds, they will be used to address this issue. A representative from Warnock's office visited ACCL. She was taken on a tour of the library and was very impressed. Ms. Bell will keep the Board updated.

Committee Reports: Mr. Campbell addressed the Board. He plans on clearly defining the roles and responsibilities of each committee. Also, if a committee needs to meet, the meeting should take place before the Board meets.
Chair Campbell asked Board members to consider serving on a committee if they are not already doing so.
Finance - None
Policy – None. The Personnel Committee will meet before June 30 to complete the Director's Evaluation Review. As chair of the Nominating Committee
Personnel – None. The Personnel Committee has reviewed and approved the policies presented.

Nominating - Review/Appoint Board Committees - The Board reviewed committees that currently had vacancies. As Chair of the Nominating Committee, Mr. Lutz made the motion for the Board to approve the following appointments:
Mary Frey - Chair, Personnel Committee
Howard Shapiro, Personnel Committee
Steve Mason - Personnel Committee
Katie Morris - Finance Committee
Amelia Ross - Policy Committee
The Board unanimously approved the Nominating Committee's recommendation.

Old Business:
Board members were given the most up to date copy of the ARLS Constitution and Bylaws.
Mr. Campbell reminded Board members that the Constitution and Bylaws have not changed. If any additions are made, the document(s) will be amended.

New Business:

a. Approval of the FY24 Proposed Budget - Unanimously approved.
   Motioned by Mr. Lutz, Seconded by Mr. Timmons
b. Approval of the FY24 Director's Salary - Unanimously approved.
   Motioned by Mr. Timmons, Seconded by Ms. Russell
c. Approval of the FY24 Signatory Authority - Unanimously approved.
   Motioned by Ms. Shoemaker, Seconded by Mr. Timmons
d. Approval of electronic meeting text - Tabled until July meeting
   Director Bell will seek input from the state.
e. Director's Evaluation Review - Tabled until July meeting. The Personnel Committee will meet and prepare the documentation before. The Personnel Committee will share the report with the Board at the July meeting.
f. Approval of the unattended teens after hours policy - Unanimously approved.
   Motioned by Ms. Norris, Seconded by Ms. Terrell
g. Approval of the Chromebook lending policy - Unanimously approved.
   Motioned by Ms. Russell, Seconded by Mr. Lutz

Announcements: none

Adjourn:
With no further business, Chair Campbell called for adjournment at 4:44 pm. Unanimously approved without opposition.

Next Meeting is scheduled for July 20, 2023 at 3:30 pm.

Board Actions

- Approval of FY24 Proposed Budget
- Approval of the FY24 Director's Salary

- Approval of the FY24 Signatory Authority
- Approval of the unattended teens after hours policy
- Approval of the Chromebook lending policy